

13 SEP 1978

MEMORANDUM FOR: DD/Pers-P&C
DD/Pers-R&P
DD/Pers-SP
OP/C&D

STATINTL FROM : [REDACTED]
Chief, Review Staff, OP

SUBJECT : FY 1979 Management by Objectives, OP Level

1. Forwarded herewith are copies of the FY 1979 OP level objectives approved for tracking and developing the necessary action plans. The OP objectives have been numbered on your copies of the objectives; please use these numbers on the Forms 3629.

2. Please note objectives 11-79, PDP Awareness, and 12-79, ADP Training, have been transferred to OP/C&D responsibility for all of OP. We propose action plans for these objectives should also be developed to permit individual tracking by each of the three components, which, in effect, would create "a", "b" and "c" subaction plans for these numbers. The OP/C&D will be in contact with you to coordinate these action plans.

SIGNED

[REDACTED] STATINTL

Atts.
As Stated

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/08/16 : CIA-RDP84-00688R000200020012-0

OP - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL

1. NUMBER : 8-79
- TYPE : Regular
2. SHORT TITLE : Organizational Review of Insurance Branch
3. STATEMENT OF OBJECTIVE: To improve the utilization and development of Insurance Branch personnel through an organizational review to be completed and implemented by the end of FY 1979.
4. EXPLANATION : The duties of individual Insurance Branch positions and functions of Section components have remained relatively static while requirements have grown and changed. These duties and functions will be analyzed and recommended changes will be developed to make maximum use of our personnel resources while providing opportunities for cross training, job enrichment, and career development.
5. COORDINATION : This review will be coordinated with the OP/Career Management Office and the Position Management and Compensation Division.
6. GOAL : This objective supports the Directorate goal to ensure the maximum utilization of our personnel resources.

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OP - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL

1. NUMBER : 9-79
- TYPE : Regular
2. SHORT TITLE : Special Achievement and Exceptional Accomplishment Information Program
3. STATEMENT OF OBJECTIVE: To produce by 30 May 1979 a bulletin board display that will depict utilization of the Special Achievement and Exceptional Accomplishment Program.
4. EXPLANATION : A display including statistical information by Directorate will be prepared to summarize the utilization of the Special Achievement and Exceptional Accomplishment Awards Program over the past four years. The display will also present a brief explanation of the Program and its intended purpose.
5. COORDINATION : Implementation of this objective will require the assistance of the Visual Aids Branch and the Printing and Photography Division of the Office of Logistics for the design and actual production of the display.
6. GOAL : This objective aims to inform Agency managers, supervisors, and employees of progressively increasing program results and to stimulate use of the Program as a Management tool.

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OP - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL

1. NUMBER : 10-79
 - TYPE : Regular
 2. SHORT TITLE : Review of Monthly Retirement Report
 3. STATEMENT OF OBJECTIVE: To validate the need for monthly retirement reports by determining the scope of the information utilized by Agency components and the frequency of need.
 4. EXPLANATION : This report is both a name and a statistical report showing retirements for the preceding month by retirement system (CIARDS and CSRS), by name and type of retirement. Also included are pending retirements as well as tables showing the numbers of retirements in each category and system for the current fiscal years. The purpose of the objective is to determine the need for and use of the report by each of the offices to whom the report is sent. It also is proposed that, as a part of this review, the user offices be asked whether any additional information is required/ desired or if any change in format would be helpful and for any other comment they might care to make.
- STATINTL
5. COORDINATION : Coordination with the following "user" offices would be required: Members of the CIA Retirement Board; CIARDS/CD/OF; HMAB; [REDACTED] DDO; SSA/DDA; OP/PS; C/Bud/Mgt Group; DD/Pers; DD/Pers/SP; and SRB.
 6. GOAL : This objective pursues the Directorate goal of enhancing information management.

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OP - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL

1. NUMBER : 11-79
- TYPE : Regular
2. SHORT TITLE : Incorporating Managers in the PDP Process
3. STATEMENT OF OBJECTIVE: To advise each supervisor or manager in the Office of Personnel by 31 December 1978 of the personnel under his or her supervision or management who are or are not on the PDP and, in general terms, why they are or are not so designated and what the Plan calls for in terms of development and/or training.
4. EXPLANATION : It is believed that if the managers in the Office of Personnel who are at least at the Division Chief level are made aware of those employees who are or are not on the PDP that the division chief may be able to assist in developing the employee(s) concerned according to the goal(s) of the Plan for each person. An awareness of those who are not on the PDP and the reasons therefore may also be useful to managers and enable them to counsel employees rather than merely referring them to the Career Management Officer. This would serve to make managers more a part of the PDP process.
5. COORDINATION : Coordination, in most cases, would be entirely within OP.
6. GOAL : This objective supports both the Directorate goal to enhance information management and the Directorate goal to ensure the maximum use of our personnel resources, especially as outlined in Parts I and II of the PDP.

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OP - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL

1. NUMBER : 12-79
TYPE : ADP
2. SHORT TITLE : ADP Training for Division and Branch Managers in OP
3. STATEMENT OF OBJECTIVE: By the end of FY 1979, have certain Division and Branch managers complete an appropriate course in ADP familiarization.
4. EXPLANATION : Specific needs of managers will be assessed and each will be provided training as necessary to enhance his or her understanding of the relationship of ADP to the various levels of management. Also, some knowledge of the how's, why's, and capabilities of current ADP will be emphasized.
5. COORDINATION : This objective will be coordinated with the Office of Data Processing and the Office of Training.
6. GOAL : This objective supports the Directorate goal to enhance information management.

ADMINISTRATIVE - INTERNAL USE ONLY

3 divisions in DD/Pers/SP
R4

DDA - FY-1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL
DD/Pers/SP

NUMBER:

TYPE: ADP.

SHORT TITLE: ADP Training for Division and Branch managers in DD/Pers/SP.

STATEMENT OF OBJECTIVE: By the end of FY-1979, have every Division and Branch manager complete an appropriate course in ADP familiarization.

EXPLANATION: Specific needs of managers will be assessed and each will be provided training to enhance his or her understanding of the relationship of ADP to the various levels of management. Also, some knowledge of the how's, why's, and capabilities of current ADP will be emphasized.

COORDINATION: This objective will be coordinated with the Office of Data Processing and the Office of Training.

GOAL: This objective supports the Directorate goal to enhance information management.

ADMINISTRATIVE
INTERNAL USE ONLY
DDA - FY '79 MBO Program
Proposed Objective
Office of Personnel

*all 3 divisions in
DD/PERS/SP
R1*

Number: OP

Type : Regular

Short Title: Incorporating Managers in the PDP Process

Statement of Objective: To advise each supervisor or manager in the Office of Personnel by 31 December 1978 of the personnel under his or her supervision or management who are or are not on the PDP and, in general terms, why they are or are not so designated and what the Plan calls for in terms of development and ~~for~~ training.

Explanation; It is believed that if the managers in the Office of Personnel who are at least at the Division Chief level are made aware of those employees who are or are not on the PDP that the division chief may be able to assist in developing the employee(s) concerned according to the goal(s) of the Plan for each person. An awareness of those who are not on the PDP and the reasons therefor may also be useful to managers and enable them to counsel employees rather than merely referring them to the Career Management Office. This would serve to make managers more a part of the PDP process.

Coordination: Coordination, in most cases, would be entirely within OP

Goal : This objective supports both the Directorate goal to enhance information management and the Directorate goal to ensure the maximum use of our personnel resources, especially as outlined in Parts I and II of the PDP.

DDA - FY '79 MBO Program
Proposed Objective
Office of Personnel
Retirement Affairs Division

RAD only
RG

Number:

Type : Regular

Short Title: Review of Monthly Retirement Report

Statement of Objective: To ask "user" offices to review by 30 November 1978 their need for and use of the monthly retirement report. This report is both a name and a statistical report showing retirements for the preceding month by retirement system (CIARDS and CSRS), by name and type of retirement. Also included are pending retirements as well as tables showing the numbers of retirements in each category and system for the current fiscal years. The purpose of the objective is to determine the need for and use of the report by each of the offices to whom the report is sent. It also is proposed that, as a part of this review, the user offices be asked whether any additional info is required/desired or if any change in format would be helpful and for any other comment they might care to make.

Coordination: Coordination with the following "user" offices would be required:

Members of the CIA Retirement Board (4)
CIARDS/CD/OF (2)
HMAB
DDO
SSA/DDA
OP/PS
C/Bud/Mgt Group
DD/Pers
DD/Pers/SP
SRB
RCEAB
ROB (3)
E/RAD

Goal:

This objective pursues the Directorate goal of enhancing information management.

STATINTL

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DDA - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL
Benefits and Services Division

BSD only

NUMBER:

TYPE: Regular

SHORT TITLE: Organizational Review of Insurance Branch

STATEMENT OF OBJECTIVE: To improve the utilization and development of Insurance Branch personnel through an organizational review to be completed and implemented by the end of FY 1979.

EXPLANATION: The duties of individual Insurance Branch positions and functions of Section components have remained relatively static while requirements have grown and changed. These duties and functions will be analyzed and recommended changes will be developed to make maximum use of our personnel resources while providing opportunities for cross training, job enrichment, and career development.

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COORDINATION:

This review will be coordinated with the OP/Career Management Office and the Position Management and Compensation Division.

GOAL:

This objective supports the Directorate goal to ensure the maximum utilization of our personnel resources.

DDA - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL
Benefits and Services Division

Red only

NUMBER:

TYPE: Regular

SHORT TITLE: Special Achievement and Exceptional Accomplishment Information Program

STATEMENT OF OBJECTIVE: To produce by 30 May 1979 a bulletin board display that will depict utilization of the Special Achievement and Exceptional Accomplishment Program.

EXPLANATION: A display including statistical information by Directorate will be prepared to summarize the utilization of the Special Achievement and Exceptional Accomplishment Awards Program over the past four years. The display will also present a brief explanation of the Program and its intended purpose.

COORDINATION: Implementation of this objective will require the assistance of the Visual Aids Branch and the Printing and Photography Division of the Office of Logistics for the design and actual production of the display.

GOAL: This objective aims to inform Agency managers, supervisors, and

DDA - FY 1979 MBO PROGRAM
Proposed Objectives

OFFICE OF PERSONNEL
Benefits and Services Division

BSD only

NUMBER:

TYPE: Regular

SHORT TITLE: Agency Blood Donor Project

STATEMENT OF OBJECTIVE: By the end of FY 1979, increase the monthly number of blood donors by 10%.

EXPLANATION: A variety of publicity techniques will be instituted to make employees aware of the importance of becoming a donor and motivate participation.

COORDINATION: Implementation will require coordination with the Fairfax Chapter of the American Red Cross and the Office of Logistics.

GOAL: This objective will strengthen a vitally necessary benefit program and enhance the public image of the Agency.